

**LYME REGIS TOWN COUNCIL**

**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 9 JANUARY 2019**

**Present**

**Chairman:** Cllr B. Larcombe

**Members:** Cllr J. Broom, Cllr D. Hallett, Cllr Mrs M. Ellis, Cllr S. Larcombe, Cllr Cllr J. Scowen, Cllr S. Williams

**Officers:** Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**18/59/HR Public Forum**

There were no members of the public who wished to speak.

**18/60/HR Apologies**

Cllr Mrs C. Reynolds – illness  
Cllr O. Lovell  
Cllr G. Turner

**18/61/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 7 November 2018**

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, the minutes of the meeting held on 7 November 2018 were **ADOPTED**.

**18/62/HR Disclosable Pecuniary Interests**

There were none.

**18/63/HR Dispensations**

There were none.

**18/64/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 7 November 2018**

Members noted the report.

**18/65/HR Update Report**

**Training award delay**

Cllr Mrs M. Ellis said those who would be awarded a pay increment on attainment of a relevant qualification should have the payments backdated to when they completed the training.

The town clerk said if this matter was not resolved by the next meeting of this committee, he would bring a report to members suggesting the operations supervisor was awarded the pay increment, which would be backdated.

The town clerk said the situation was more complicated regarding the gardener, as a delay in final awarding body approval meant he could not move on to the next level of qualification, which was out of the council's control.

**18/66/HR To receive the minutes of the Health and Safety Committee meeting held on 3 September 2018**

The minutes were **RECEIVED**.

**18/67/HR Health and Safety Audit Report**

Members agreed there was definite improvement in the council's health and safety standards and commended the operations manager for the hard work he had put in to achieve a higher grading.

The town clerk said another audit would be commissioned for November 2019, when the council's aspiration would be to achieve grade B. He said for an organisation of this size, progressing beyond grade B would be difficult and the council needed to be realistic about what it could achieve.

The town clerk said there would be a focus on areas which scored below 70, while still maintaining standards in areas which achieved a sufficient score.

**18/68/HR Reception Team Reporting Line**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/69/HR Gardener/Maintenance Person Probation Review**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/70/HR Seafront Attendant, Six-Month Probation Review**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/71/HR      Sickness Absence**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**18/72/HR      Exempt Business**

**a)      Reception Team Reporting Line**

*Mrs A. Mullins left the meeting at 7.26pm.*

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the transfer of the reporting line for the reception team from the deputy town clerk to the administrative officer.

*Mrs A. Mullins returned to the meeting at 7.43pm.*

**b)      Gardener/Maintenance Person Probation Review**

The town clerk said the operations manager was still having discussions with the post holder about chemical weed spraying. Therefore, the approval of his probation would be subject to the post holder's agreement to spray.

Members discussed the issue of weed spraying in general, as it was suggested none of the gardeners wanted to spray.

There was some concern over the safety of chemical weed spraying and it was suggested this function could be contracted out externally.

However, members were reminded this matter had been discussed several times and the council had agreed it wanted the workforce to spray, therefore officers should be supported in this matter.

The town clerk said the post holder remained on probation and there had to be a time limit for resolving this matter. As such, the post holder had been given until 31 January 2019 to make a decision.

It was agreed an update would be provided to members at the Full Council meeting on 13 February 2019 on whether the post holder had agreed to spray or the operations manager had had to commence the procedure for terminating the post holder's employment with the council.

Cllr J. Scowen asked for a recorded vote on the following motion:

Proposed by Cllr J. Broom and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener/maintenance person's continued employment with the council, subject to the employee's agreement to do chemical weed spraying by 31 January 2019.

**Voted for** – Cllr J. Broom, Cllr Mrs M. Ellis, Cllr S. Williams, Cllr S. Larcombe, Cllr B. Larcombe

**Voted against** – Cllr J. Scowen, Cllr D. Hallett

**Abstentions** – None

**c) Seafront Attendant, Six-Month Probation Review**

The town clerk said the approval of the post holder's probation would be subject to a formal probationary report, but he had no reason to believe it would be anything other than satisfactory.

Proposed by Cllr S. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the seafront attendant's continued employment with the council, effective from 30 January 2019.

**d) Sickness Absence**

The town clerk said officers had been having discussions with Unison.

Cllr D. Hallett asked to see a copy of the letter which was sent to the post holder, which triggered his sickness absence.

The town clerk said the letter was written by the post holder's line manager, and he understood it outlined the decisions of the extraordinary Full Council meeting on 7 August 2018.

*The meeting ended at 8.53pm.*